

RICHLAND AREA COMMUNITY CENTER
Program Manager (24-32 hrs/wk.)
1/3/2012

Richland Area Community Center (RACC) a local non-profit, services the greater Richland/Gull Lake Area. In addition to a center for activities, programs and rentals, RACC owns 20 acres of fields and woods with walking paths, picnic area, and open recreation areas. RACC is looking for a motivated, professional, and friendly person to interact with the local community and partners (service groups, churches, schools, government and businesses) in order to manage existing and develop new programs and activities at RACC. Our Mission is to provide healthy and educational activities for people of all ages and interests.

Responsibilities include:

- Managing and marketing programs and activities
- Identifying partners to sponsor certain programs
- Direct and maintain the RACC Newsletter, Website, Facebook and other marketing and advertising medium
- Fundraising and working towards improving community interaction and communication.

Attributes/Experience:

- Pleasant, professional, cheerful, friendly
- Ability to work independently and as part of a team
- Marketing/Advertising/Fundraising background
- Proficient in Microsoft Office (Word, Excel, Powerpoint & Access)
- Ability to work productively under stress & deadlines
- Non-profit experience a plus
- Grant writing experience a plus
- Willingness to share work responsibilities with co employees
- Helpful to have interests in healthy lifestyles, outdoor activities and community partnering

Please provide a cover letter with your resume including experience, volunteerism and/or hobbies, that make you the best candidate for this position.

Submit all applications via email to: info@richlandareacc.org